

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO COMPLETE THE “*CHILD SUPPORT ORDER*”

Follow these instructions numbered to match the numbers on the “*Child Support Order*.” Type or print neatly using **BLACK INK ONLY**.

- (1) Fill in the name of the county in which this child support order is being filed (some forms already have this filled in).
- (2) Fill in your case number. If you do not have a case number, leave this item blank.
- (3) If you are providing this information to **establish** a child support order, fill in the name, date of birth (DOB), and social security number (SSN) of the person who is shown as the Petitioner on the petition to establish child support or to get other relief (divorce, paternity, etc.)

If you are providing this information to **modify** your current support order, fill in the name, date of birth (DOB) and social security number (SSN) of the person who is shown as the Petitioner on the order that established the child support order.

- (4) Fill in the name, date of birth (DOB), and social security number (SSN) of the person shown as the Respondent on the document you used to answer number 2.
- (14) Fill in the full name(s), birth date(s), and social security number(s) of the child(ren) who are the subject of this “*Child Support Order*.” (Use extra pages if necessary).

(PLEASE NOTE: The numbering system on the document relates to the numbering system of the “*Parent’s Worksheet for Child Support*.” Any number that has been left out, has been left out for a reason.)

Using your completed “*Parent’s Worksheet for Child Support*” (Parent’s Worksheet), **copy** the figures from items numbered (8), (9), (10), (11), (12), (13), (15), (16), (17), (18), (19), (20), (21), (22), (26), (29), (30), (31), (32), (34), and (35) onto the “*Child Support Order*” in the same numbered spaces.

LEAVE THE REST OF THE FORM BLANK. THE JUDGE OR COMMISSIONER WILL COMPLETE THE REST OF THE INFORMATION AND SIGN THE ORDER.